

BLDP1110 Study Guide – Exam 2

Chapter 1: Introduction to Management

A. 4 Components of Academic Task Management

- 1. Motivation (Effort)
 - a. Create positive energy and direction
 - b. Include goals, beliefs, perceptions, expectations
 - c. Measure the human components: effort and confidence
 - d. Motivate to improve personal performance
- 2. Methods of Learning (Effort)
 - a. Different strategies are required for different tasks
 - b. Controlled learning (well known facts)
 - c. Directed learning (improvement) **ABCD to work**
- 3. Level of Focus (Effort)
 - a. Give challenging tasks and assignments
- 4. Effects of Environment (Effort)
 - a. Reduce barriers through adaptation and setting help
- 5. Social Environment (Task Effort)
 - a. Empower staff using techniques to work with others
- 6. Measuring Performance (Effort)
 - a. Analyze demands on student goals and performance
 - b. Structure, education, culture, style

B. Adaptation to Behavioral Strategies

- a. Understand how setting, resources and effort
- b. Behavioral time management: monitoring physical and social environment
- c. 4 Key Steps:
 - a. 1. Learning from feedback
 - a. 2. Learning from feedback
 - a. 3. Preparing for success
 - a. 4. Making Success

C. Adaptation Process

- a. Behavioral learning and beliefs and perceptions in students and social behavior
- b. Focus that is designed for differences between high school and college

Chapter 2: Understanding Learning and Memory

A. Effects on Memory

- A.1.1. Elements of Learning to remember are the focus of a learning or focus of memory (not time)
- A.1.2. Effect on memory: the focused memory process will persist
- A.1.3. Effecting the controlled recall of the information or recall will be more
- A.1.4. Effectiveness: analyzing a strategy in the wrong context
- A.1.5. Effectiveness: measure, structured process of learning, memory, operation of suggestion

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